

Essex Regional Retirement System Employment Opportunity

The Essex Regional Retirement System is seeking an **Executive Assistant** to provide general office administrative support, reconcile bank statements, support the posting of monthly deduction reports, and provide logistical support and attend public meetings. The Executive Assistant will report directly to the Executive Director and will provide administrative support as needed. This is an hourly/non-exempt position with a starting wage up to \$26.66 per hour for a 37.5 hour week (Monday through Friday, 8:30 a.m. to 4:30 p.m. and/or other such schedule or hours as may be required.) A complete job description is below. Interested candidates should submit your cover letter and resume via email to Charles E. Kostro, Executive Director, Essex Regional Retirement System, at ckostro@essexrrs.org. This position will remain open until filled but interviews for this position will begin on or about September 14, 2020.

Essential Responsibilities:

- Supports the Executive Director in managing the day-to-day operations of the retirement system office, including directing vendors as necessary, and acts as the point-of-contact for the purchase of all office supplies.
- Coordinates activities with the property management firm responsible for the maintenance of the retirement system offices.
- Provide support to the Executive Director in the preparation for Board meetings, including the timely preparation of electronic meeting packets containing all relevant materials. Coordinate scheduling and logistics for all retirement system meetings.
- Provide logistical support to the Executive Director for all Board, Advisory Council and other public meetings as directed. Responsible for assisting with the recording of votes, and other administrative matters during public meetings.
- Assists with the annual collection of wage information from the units for submission to PERAC as part of the MGL Chapter 91A earnings limitations reporting process.
- From time-to-time, may be assigned to assist in the posting of unit deduction reports. Must ensure that all member contributions are posted to the correct annuity savings account.
- Provides administrative support for regular mailings to the 6,000 retirees and members of the retirement system, including annual member statements, retiree benefit and tax notices, etc.
- Performs monthly bank reconciliations of retirement system cash accounts.
- Supports the biennial distribution and receipt of the retiree & beneficiary affidavits.
- Greet visitors at the ERRS main office and directing them to the appropriate staff, open, date stamp and distribute mail, answer main phone line and distribute calls as appropriate.
- Communicates professionally, both verbally and in writing, with members of the retirement system and the general public.
- Retrieve and return files, maintain the file room in an orderly manner and ensure that all files are in the correct and proper location.
- Must be physically present in the office on a regular and timely basis and may be required to assist with opening, closing and securing the office as necessary.

- Perform related duties as assigned.

Knowledge/Skills/Experience:

- A minimum of three years of administrative experience in a professional office environment required.
- Excellent verbal and written communication skills required.
- Strong organizational skills required.
- Experience with Microsoft Office, particularly Word and Excel required.
- Massachusetts public sector or public pension experience preferred.